

## Testing Time Line/Task List

### Testing window for MontCAS Phase 2

March 6<sup>th</sup>-March 29<sup>th</sup>

#### What:

Get demographic data to Measured Progress

Receive and Inventory CRT materials

Document materials given to teachers

Create Testing Schedule for each school

Prepare and send parent letters/Newsletters

Prepare materials for each teacher classroom

Staff training on test admin and security

Distribute materials to teachers/they verify accuracy

Create small groups and assign proctors

Create and administer make-up schedule

Code Accommodations onto Student Response Booklet

Randomly check materials for “clean” booklets

Pack Materials to prepare for shipping

- Air mail Student Response Booklets
- Ground mail the rest of the materials

Submit disaggregated enrollment and demographics

Online verification of demographics

#### When:

Dec/Jan

End of Feb

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Beg of March

March 6<sup>th</sup>

March 6<sup>th</sup>

March 13<sup>th</sup>

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March 6<sup>th</sup>

During Testing

After Testing

March 24<sup>th</sup>

April 3rd

April 7th

April 13<sup>th</sup>-County Sup

April 24<sup>th</sup>-May 18<sup>th</sup>

#### Who:

## **Testing Window for IOWA TESTS** March 22<sup>nd</sup>-April 12<sup>th</sup>

### **What:**

Receive and Inventory IOWA Basics Materials

Staff training on test admin and security

Prepare and distribute materials to teachers

Prepare and send parent letters/Newsletters

Create small groups and assign proctors

Create and administer make-up schedule

Identify new enrollment and get booklet coded

Code confidential demographics

Randomly check materials for “clean” booklets

Pack Materials to prepare for shipping

### **When:**

End of February

March 13<sup>th</sup>

March 17<sup>th</sup>

March 27<sup>th</sup>

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During Testing

Just Prior to testing

April 6<sup>th</sup>

April 6<sup>th</sup>

April 7<sup>th</sup>

### **Who:**